

B. EDUCATIONAL EXPERIENCES

This section contains information about the education institution or staff development activity an individual attends or has attended, the subject matter area studied, degrees and certificates earned, additional credit hours/continuing education units received, academic awards and honorary degrees, and other training.

Entity Uses:	Course
	Education Institution
	Educational Program
	Staff Development Activity
	Staff Development Provider
	Staff Member

Education Institution Information—The identification of the school, education institution, agency, or organization that is providing or has provided an educational experience to an individual.

0120 † **Name of Institution**— The full legally or popularly accepted name of an organization (e.g., a school, an association, or a company).

Entity Uses:	Education Institution
	Staff Development Provider

0110 **Name of Individual**— The full, legally accepted, proper name given to an individual at birth, baptism, or during another naming ceremony, or through legal change (generally used when component parts are not required or requested separately).

Entity Uses:	Staff Development Provider
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1010 **Institution Type**—An indication of the type of institution or organization providing the educational experience to the individual.

- 01 Institution of Higher Education (IHE)*
- 02 Vocational School*
- 03 Community College*
- 04 Public elementary/secondary school*
- 05 Private elementary/secondary school*
- 06 Local education agency (LEA)*
- 07 Joint IHE/LEA*
- 08 Regional or intermediate governmental agency*
- 09 State governmental agency*
- 10 Business*
- 11 Foundation or other charitable organization*
- 12 Union*
- 13 Parent/teacher organization*
- 14 Military*
- 15 Religious organization*
- 16 Fraternal organization*
- 99 Other*

Entity Uses:	Education Institution
	Staff Development Provider

0140 † **Identification Number**—A unique number assigned to an individual, organization, or institution by a school, a school system, a state, or other agency.

Entity Uses: Education Institution
Staff Development Provider

0150 † **Identification System**—A numbering scheme that is used for identification and record-keeping purposes by schools, social services, or other agencies to refer to an individual, organization, or institution.

- 01 Driver's license number (not applicable for these entities)*
- 02 Health record number (not applicable for these entities)*
- 03 Medicaid number (not applicable for these entities)*
- 04 Professional certificate or license number*
- 05 School-assigned number*
- 06 District-assigned number*
- 07 State-assigned number*
- 08 Selective service number (not applicable for these entities)*
- 09 Migrant number (not applicable for these entities)*
- 10 Social Security Administration number*
- 11 US government Visa number (not applicable for these entities)*
- 12 Personal identification number (used for access into system) (not applicable for these entities)*
- 13 Family unit number (not applicable for these entities)*
- 14 College Board/ACT code set of PK-grade 12 institutions*
- 15 LEA number for school*
- 16 SEA number for school*
- 17 SEA number for LEA*
- 18 NCES number for school*
- 19 NCES number for a LEA*
- 20 Other agency (e.g., Roman Catholic diocese or association member)*
- 21 Integrated Postsecondary Education Data System (IPEDS) number*
- 22 College Board Admission Testing Program (ATP) number*
- 23 American College Testing (ACT) Program number*
- 24 Federal identification*
- 25 Dunn and Bradstreet number*
- 99 Other*

Entity Uses: Education Institution
Staff Development Provider

0470 **Address Type**—The type of address listed for an individual or organization.

- 01 Permanent home address—physical location of home*
- 02 Other home address*
- 03 Mailing address—other address or P.O. Box address*
- 04 Campus address*
- 05 Employer's address*
- 06 Employment address*
- 07 Organization's address*
- 99 Other*

Entity Uses: Education Institution
Staff Development Provider

0480 **Street Number/Name**—The street number and street name or post office box number of an address.

Entity Uses: Education Institution
Staff Development Provider

0490 **Apartment/Room/Suite Number**—The apartment, room, or suite number of an address.

Entity Uses: Education Institution
Staff Development Provider

0500 **City**—The name of the city in which an address is located.

Entity Uses: Education Institution
Staff Development Provider

0510 **County**—The name of the county, parish, borough, or comparable unit (within a state) in which an address is located.

Entity Uses: Education Institution
Staff Development Provider

0520 **State Code**—The code for the state (within the United States) or extra-state jurisdiction in which an address is located.

(Note: A list of states and extra-state jurisdictions within the United States and their codes can be found in appendix E.)

Entity Uses: Education Institution
Staff Development Provider

0540 **Zip Code**—The five or nine digit zip code portion of an address.

Entity Uses: Education Institution
Staff Development Provider

0550 **Country Code**—The code for the country in which an address is located.

(Note: A list of countries and their codes can be found in appendix F.)

Entity Uses: Education Institution
Staff Development Provider

0580 **Communication Status**—An indication of special circumstances which affect communication to an individual, organization, or institution via telephone (e.g., no telephone connection, no one available to answer the telephone during certain hours).

Entity Uses: Education Institution
Staff Development Provider

0590 **Communication Number Type**—The type of communication number listed for an individual or organization.

- 01 Alternate telephone number*
- 02 Answering service*
- 03 Beeper number*
- 04 Telephone extension*
- 05 Home facsimile number*
- 06 Home telephone number*
- 07 Night telephone number*
- 08 Other residential facsimile number*
- 09 Other residential telephone number*
- 10 Appointment telephone number*

- 11 Personal cellular number*
- 12 Personal telephone number*
- 13 Telex number*
- 14 Tele-mail*
- 15 Voice mail*
- 16 Work cellular number*
- 17 Work facsimile number*
- 18 Work telephone number*
- 99 Other*

Entity Uses: Education Institution
 Staff Development Provider

0600 **Communication Number**—The telephone number or other communication type including the international code, area code, and extension, if applicable.

Entity Uses: Education Institution
 Staff Development Provider

0610 **Electronic Mail Address Type**—The type of electronic mail (e-mail) address listed for an individual or organization.

- 01 Home/personal*
- 02 Work*
- 99 Other*

Entity Uses: Education Institution
 Staff Development Provider

0620 **Electronic Mail Address**—The numbers, letters, and symbols used to identify an electronic mail (E-mail) user within the network to which the individual or organization belongs.

Entity Uses: Education Institution
 Staff Development Provider

0630 **Web Site Address (URL)**—Unique Resource Locator. The unique address of a Web page.

Entity Uses: Education Institution
 Staff Development Provider

Educational Program/Staff Development Activity—A description of any program or activity in which a staff member is involved (as a leader or participant) that relates to his or her professional development.

1020 † **Program Title**—The name of the program of work, series of courses, individual course, or training program in which an individual is involved.

Entity Uses: Educational Program
 Staff Development Activity

1030 † **Program Description**—The description of the program of work, series of courses, individual course, or training in which an individual is involved.

Entity Uses: Educational Program
 Staff Development Activity

1040 **Participation Status**—An indication as to whether an individual is participating in an educational course or program or is involved in a staff development activity.

01 Currently enrolled/involved—An individual is enrolled or participating in an educational program or staff development activity at the present time.

02 Previously enrolled/involved—An individual was previously but is no longer enrolled or participating in an educational program or staff development activity.

03 Program completed—An individual has completed the educational course or program of study or the staff development activity.

Entity Uses: Educational Program
 Staff Development Activity

1050 **Entry Date**— The month, day and year on which an individual enters and begins to receive instructional services in a school or an institution during a given session.

Entity Uses: Educational Program
 Staff Development Activity

1060 **Withdrawal Date**—The day, month, and year that an individual ceased participating in an educational experience without completing the course, educational program, or staff development activity.

Entity Uses: Educational Program
 Staff Development Activity

1070 † **Completion Date**—The month, day, and year on which an individual completed a course, an education program or a staff development activity.

Entity Uses: Educational Program
 Staff Development Activity

Program Support—Information concerning the sponsorship of an educational program or staff development activity, including financial, administrative, and assignment issues.

1080 **Program Support/Funding Source**—Ultimate and intermediate providers of funds for a particular educational program or activity or for the individual's participation in the education program or activity.

- 01 Federal government**
- 02 State government**
- 03 Local government**
- 04 Intermediate agency or government**
- 05 Local education agency (LEA)**
- 06 Institution of Higher Education (IHE)**
- 07 Joint IHE/LEA**
- 08 School**
- 09 Business**
- 10 Community**
- 11 Self (tuition/fees)**
- 12 Parent/teacher organization**
- 13 Individual (endowment)**
- 14 Foundation or other charitable organization**
- 15 Religious organization**
- 16 Union**
- 17 Fraternal organization**
- 18 Insurance**
- 19 Military**
- 99 Other**

Entity Uses: Educational Program
Staff Development Activity

1090 **Educational Program/Staff Development Activity Compensation**—An indication of the type of financial support an individual receives for participating in an educational program or staff development activity.

01 Time paid—An individual's participation in an educational program or staff development activity is paid for at least in part through salary or time compensation.

02 Stipend only—An individual's participation in an educational program or staff development activity is compensated not through salary or time compensation but with a fixed and regular payment of allowance.

03 Travel/expense reimbursement—An individual's expenses incurred while traveling to, or participating in, an educational program or staff development activity are paid for or reimbursed.

04 Tuition and/or fees—An individual's full or partial costs of participating in an educational program or staff development activity including tuition and fees are paid for or reimbursed.

05 No compensation—An individual's participation in an educational program or staff development activity is not compensated by any other individual or organization but by him or herself.

99 Other

Entity Uses: Staff Member

1100 **Educational Program/Staff Development Activity Arrangement** —An indication of the manner in which an individual's participation in an educational program or staff development activity has been scheduled.

01 Released time, substitute provided—An individual is excused from performing his or her regular job duties to participate in an educational program or staff development activity. A substitute is arranged to perform the job duties on his or her behalf.

02 Released time from duties, no substitute provided—An individual is excused from performing his or her regular job duties to participate in an educational program or staff development activity. No substitute is arranged to perform the job duties on his or her behalf.

03 Scheduled time—An individual's time for participating in an educational program or staff development activity is built into his or her work schedule.

04 Off-the-job—An individual's participation in an educational program or staff development activity takes place while he or she is off-duty.

Entity Uses: Staff Member

1110 **Educational Program/Staff Development Activity Purpose**—The primary reason an individual is involved in an educational program or staff development activity.

01 Acquisition of new skills or knowledge—An individual is involved in an educational program or a staff development activity to acquire new skills or knowledge he or she does not already possess.

02 Maintenance or improvement of skills or knowledge—An individual is involved in an educational program or staff development activity to maintain or update existing skills or knowledge he or she has in order to perform job duties. Examples include a refresher course or an activity required for licensure renewal.

03 Remediation of skills or knowledge—An individual is involved in an educational program or staff development activity to overcome identified deficiencies in the knowledge and skills required to perform duties in his or her job or profession.

Entity Uses: Educational Program
 Staff Development Activity

1120 **Educational Program/Staff Development Activity Anticipated Outcome**—The anticipated results of an individual's successful participation in an educational program or staff development activity.

01 Completion of high school credential—An individual is engaged in a program of studies leading to the award of a high school credential.

02 Obtain training for employment—An individual is engaged in an educational program to qualify for a particular type of job.

03 Completion of an initial degree program—An individual is engaged in a program of studies leading to the award of an academic degree, diploma, or certificate, but not a professional credential.

04 Completion of an initial degree program and professional credential requirements—An individual is engaged in a program of studies leading to the award of an academic degree, diploma, or certificate and a professional credential for his or her profession.

05 Seeking an initial professional credential—An individual is involved in an educational program to fulfill the requirements for obtaining a professional credential for his or her profession.

06 Completion of an additional degree program—An individual is engaged in a program of studies leading to the award of an additional academic degree, diploma, or certificate.

07 Obtaining an advanced-level credential—An individual is involved in an educational program to fulfill the requirements for obtaining an advanced-level credential in his or her profession.

08 Maintaining or renewing a credential—An individual is involved in an educational program to fulfill the requirements for obtaining a renewal of a professional credential or for being re-certified in his or her profession.

09 Meeting staff development requirements—An individual is involved in an educational program or staff development activity to fulfill requirements for his or her job.

10 Qualifying for an advanced level job—An individual is involved in an educational program or staff development activity to fulfill requirements for a more advanced job than he or she currently holds.

11 Qualifying for a salary increase—An individual is involved in an educational program or staff development activity to fulfill requirements for a pay raise.

12 Personal improvement—An individual is involved in an educational program or staff development activity for personal improvement.

99 Other

Entity Uses: Staff Member

1130 **Educational Program/Staff Development Activity Relevance**—An indication as to whether the contents of an educational program or staff development activity are directly related to an individual's performance of job duties.

01 Related to current job—The contents of the educational program or staff development activity are directly related and contribute to an individual's performance of the specific responsibilities or duties of his or her current job or position.

02 Related to advancement within the current job—The contents of the educational program or staff development activity are related to and will prepare an individual for performance at a higher level of responsibilities or duties within the current job or position.

03 Related to a different job or higher position—The contents of the educational program or staff development activity are not related to an individual's job or position but will prepare him or her for the responsibilities and duties of a different or higher position in the future.

04 Not related—The contents of the educational program or staff development activity are not related to an individual's job or position but are relevant to his or her personal growth which in turn will contribute to his or her work.

Entity Uses: Educational Program
Staff Development Activity

Subject Matter Area of Study—Information concerning the emphasis and subject matter area of an individual's program of study at an education institution.

1140 † **Level of Specialization**—The extent to which an individual concentrates upon a particular subject matter area during his or her period of study at an education institution.

01 Major—A principal area of academic specialization chosen by an individual.

02 Minor—A secondary area of academic specialization chosen by an individual.

03 Area of emphasis/concentration—An area of academic specialization chosen by an individual other than his or her major or minor.

04 Post-degree study—An additional area of study that an individual undertakes after having already received his or her last degree or certificate.

05 Area of interest—An area of interest to the individual not necessarily leading to a degree or credential.

Entity Uses: Educational Program

1150 † **Postsecondary Subject Matter Area**—The descriptive name of an academic or vocational discipline studied by an individual in an educational program or staff development activity.⁶

01 Agricultural business and production

02 Agricultural sciences

03 Conservation and renewable natural resources

04 Architecture and related programs

⁶ This list of options has been extracted from the Classification of Instructional Programs, published in 1991 by the National Center for Education Statistics, available from the Government Printing Office and on the NCES web site at <http://www.ctdhe.org/dherpts/cip/cipman.pdf>. Refer also to Appendix N for more information.

05 Area, ethnic and cultural studies
08 Marketing operations/marketing and distribution
09 Communications
10 Communications technologies
11 Computer and information sciences
12 Personal and miscellaneous services
13 Education⁷
14 Engineering
15 Engineering-related technologies
16 Foreign languages and literatures
19 Home economics
20 Vocational home economics
21 Technology education/industrial arts
22 Law and legal studies
23 English language and literature/letters
24 Liberal arts and sciences, general studies and humanities
25 Library science
26 Biological sciences/life sciences
27 Mathematics
28 Reserve Officers' Training Corp (ROTC)
29 Military technologies
30 Multi/interdisciplinary technologies
32 Basic skills
33 Citizenship activities
34 Health-related knowledge and skills
35 Interpersonal and social skills
36 Leisure and recreational activities
37 Personal awareness and self-improvement
31 Parks, recreation, leisure and fitness studies
38 Philosophy and religion
39 Theological studies and religious vocations
40 Physical sciences
41 Science technologies
42 Psychology
43 Protective services
44 Public administration and services
45 Social sciences and history
46 Construction trades
47 Mechanics and repairers
48 Precision production trades
49 Transportation and materials moving workers
50 Visual and performing arts
51 Health professions and related sciences
52 Business management and administrative services
99 Other

Entity Uses:

Staff Member

Course Work Taken—Information concerning the courses that an individual has taken as a part of his or her program of study at an education institution.

1160 **Session Type**—A prescribed span of time when an education institution is open, instruction is provided, and students are under the direction and guidance of teachers and/or education institution administration. A session may be interrupted by one or more vacations.

⁷ A complete list of sub-option codes for "13 Education" can be found in appendix I.

01 Full school year—A regular school term consisting of no major subdivision of time segments. It usually begins in the late summer or early fall and ends in late spring or early summer (e.g., elementary school).

02 Semester—One of two equal segments into which a school year is divided.

03 Trimester—One of three equal segments into which a school year is divided.

04 Quarter—One of four equal segments into which a school year is divided.

05 Quinmester—One of five equal segments into which a school year is divided.

06 Mini-term—A school term which is shorter than a regular session.

07 Summer term—A school term which takes place in the summer between two regular school terms.

08 Intersession—A short session which occurs between longer sessions.

09 Long session—A session that is longer than a semester but shorter than a full year.

10 Twelve month—An educational program that operates throughout the year.

99 Other

Entity Uses: Course

1170 **Session Beginning Date**—The month, day, and year on which a session begins.

Entity Uses: Course

1180 **Session Ending Date**—The month, day, and year on which a session ends.

Entity Uses: Course

1190 † **Course Title**—The descriptive name given to a course of study offered in a school or other institution or organization. In departmentalized classes at the elementary, secondary, and postsecondary levels (and for staff development activities), this refers to the name by which a course is identified (e.g., American History, English III). For elementary and other non-departmentalized classes, it refers to any portion of the instruction for which a grade or report is assigned (e.g., reading, composition, spelling, and language arts).

Entity Uses: Course

1200 † **Course Description**—A description of the course taken by an individual.

Entity Uses: Course

1210 **Course Code System**—A system that is used to identify the organization of subject matter and related learning experiences provided for the instruction of students.

01 NCES Pilot Standard National Course Classification System Codes

02 NCES Classification of Secondary School Courses

03 State course code

04 LEA course code

05 School course code

06 University course code

07 Intermediate agency course code

99 Other

Entity Uses: Course

- 1220 **Course Code**—The actual code that identifies the organization of subject matter and related learning experiences provided for the instruction of students.

Entity Uses: Course

- 1230 **Principal Medium of Instruction**—The principal medium by which the student receives instructional communication from his or her teacher(s).

01 Computer-based course—Instruction facilitated by a computer using self-contained educational software with which learners interact.

02 Correspondence course—Instruction which provides for the systematic exchange of materials between teacher and student by mail.

03 Direct student-teacher interaction—Instruction by one or more teachers physically present, i.e., by a single teacher or by a team of two or more teachers.

04 Directed self study—Self study, under the guidance of one or more teachers, which includes the use of self-teaching materials.

05 Distance learning—Instruction, not necessarily interactive, transmitted from one location to another using a communications medium (e.g., cable, satellite, phone lines) or a combination of transmission media.

06 Interactive telecommunications—Two way voice or data exchange between an instructor and student via phone, data lines, or video.

07 Center-based instruction—Instruction provided through a set of self-teaching materials generally focused on a single objective completed by a student or group of students in a specified location usually inside the classroom.

08 Independent study—Self-study, under the guidance of one or more teachers and involving a variety of resources both inside and outside of the classroom, in which the student has a role in selecting what is studied.

09 Internship—Instruction provided through direct supervised participation in an occupation in which the student gains practical work-related experience.

99 Other

Entity Uses: Course

- 1240 **Grade Earned in Course**—A final indicator of student performance in a class as submitted by the instructor.

Entity Uses: Course

- 1250 **Credit Type Earned**—The type of credits or units of value awarded for the completion of a course.

01 Carnegie unit—A standard measurement used for secondary education that represents the completion of a course that meets one period per day for one school year.

02 Semester hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one semester.

03 Trimester hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one trimester.

04 Quarter hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one quarter.

05 Quinmester hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one quinmester.

06 Mini-term hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for a mini-term.

07 Summer term hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for a summer term.

08 Intersession hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken during an intersession.

09 Long session hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken during a long session.

10 Twelve month hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken during a year-round session.

11 Continuing education unit (CEU)—A term frequently used to indicate the number of staff development hours received by an individual upon completion of an educational program (course or series of courses) or staff development activity.

12 Vocational credit—A term frequently used to indicate the number of hours received by an individual upon completion of a vocational education program (course or series of courses).

13 Adult education credit—A term frequently used to indicate the number of hours received by an individual upon completion of an adult education program (course or series of courses).

14 Credit by examination—A term frequently used to indicate the number of hours received by an individual upon completion of a course by passing the proficiency examination for the course.

15 Correspondence credit—A term frequently used to indicate the number of hours received by an individual upon completion of a self-paced instructional program (course or series of courses) offered by mail or via the Internet with no direct contact with faculty.

16 Military credit—A term frequently used to indicate the number of hours received by an individual for training and experiences acquired while serving in the military.

17 Converted occupational experience credit—A term frequently used to indicate the number of hours received by an individual based on life experience.

18 Staff development credit—A term frequently used to indicate the number of hours received by an individual upon completion of a staff development activity or activities.

19 No credit—A term frequently used to indicate that a student will not receive credit for a course taken during a school term (e.g., a student is auditing a course).

99 Other

Entity Uses: Course

- 1260 **Credits Earned in Course/Staff Development Activity**—The number of credits earned by an individual for completing a course or staff development activity.

Entity Uses: Course

- 1270 **Grade Point Average (GPA): Cumulative**—A measure of average performance in all courses taken by an individual during his or her school career as determined for record-keeping purposes. This is obtained by dividing the total grade points received by the total number of credits attempted. This usually includes grade points received and credits attempted in his or her current school as well as those transferred from schools in which the individual was previously enrolled.

Entity Uses: Staff Member

Other Non-Course Educational Program /Staff Development Activity—A description of any program or activity, which is not provided in a course format, in which a staff member is involved (as a leader or participant) that relates to his or her professional development.

- 1280 **Educational Program/Staff Development Activity Participant's Role**—An indication of the level of involvement of an individual while participating in an educational program or staff development activity.

01 Consumer/learner—An individual is a recipient of the knowledge and skills given in an educational program or other staff development activity. Examples include being enrolled in a college course, an attendee in a seminar or a professional meeting, or a protege in a mentoring activity.

02 Provider/trainer—An individual is an expert presenter of the contents of the educational program or staff development activity. Examples include being an advisor to other participants, a presenter in a training workshop, or a mentor to colleagues.

03 Collaborator/peer—An individual is a peer participant in a staff development activity. Examples include being a participant in a collaborative content network, a member of an ad hoc committee, or a peer evaluator to a fellow colleague (both giving and receiving evaluation).

99 Other

Entity Uses: Educational Program
 Staff Development Activity

- 1290 **Educational Program/Staff Development Activity Format**—A designation of the specific category explaining how an educational program or staff development activity is organized.

01 Computer-based course—An activity in which individuals obtain educational instruction facilitated by a computer using self-contained educational software with which learners interact.

02 Conference—An activity in which individuals from different organizations who have some common interest or background gather information and discuss mutual issues.

03 Committee—An activity in which a small group of individuals volunteer, are appointed, or are elected to perform a task that cannot be completed efficiently by the entire group.

04 Collaborative activity—An activity in which two or more individuals are involved experientially and cooperatively to achieve a common goal or a predetermined outcome. Examples include the improvement of a school's curriculum design, the development of a new

program, or a process to solve problems or improve service delivery. Also included would be a site visit to another school, team research, or presentations.

05 Correspondence course—An activity in which instruction is provided through a systematic exchange of materials between teacher and student by mail.

06 Distance learning—An activity in which instruction, not necessarily interactive, is transmitted from one location to another using a telecommunications medium (e.g., cable, satellite, phone lines) or a combination of transmission media.

07 Instructor provided course—An activity involving a long-term process through which an individual acquires knowledge and skills through appropriate individual or group instruction in a program of studies. Examples include a course taken at the university or college, or courses within a program of studies towards a diploma, undergraduate degree or advanced degree from an institution of higher education.

08 Interactive telecommunications—An activity involving two-way voice or data exchange between an instructor and student via phone, data lines, or video.

09 Internship—An activity in which instruction is provided through direct supervised participation in an occupation in which the student gains practical work-related experience.

10 Mentoring/coaching—An activity in which an individual provides or receives professional advice and support to or from a colleague.

11 Networking with professionals in the field—An activity in which individuals from different organizations who have mutual interest are connected to build information resources, improve communication, and expand professional contacts.

12 Professional collaboration—An activity in which an individual acquires technical/subject area skills (e.g., mathematics or humanities) through interaction with his or her professional peers in the context of a formalized network.

13 Professional organization—An activity in which an individual gains knowledge and skills through his or her affiliation with a professional association or organization.

14 Research and/or publication—An activity in which an individual participates in a research or publication effort on a specific topic.

15 Self-instruction—An activity in which an individual takes responsibility for his or her own learning with or without direct supervision. Examples include a personalized system of instruction, correspondence study, or a special individual project. This also includes an inquiry process in which an individual identifies an area of professional interest, collects data, and makes changes in his or her way of performing work based on interpretation of those data.

16 Training course—An activity involving a short-term process through which an individual improves awareness, or develops knowledge and skills through appropriate individual or group instruction. Examples include a one-day demonstration workshop; a series of computer training courses; an institute consisting of a series of training meetings; a seminar to study a subject under the leadership of an expert; or a clinic for diagnosing, analyzing, and seeking solutions to specific problems.

99 Other

Entity Uses: Educational Program
 Staff Development Activity

- 1300 **Educational Program/Staff Development Activity Involvement**—A description of an individual's level of involvement in an educational program or staff development activity (e.g., chairperson of a committee, voting or affiliate member of a group, student enrolled in a course, student auditing a course).

Entity Uses: Educational Program
Staff Development Activity

- 1310 **Educational Program/Staff Development Activity Intensity**—The total number of sessions an individual is expected to participate in an educational program or staff development activity.

Entity Uses: Educational Program
Staff Development Activity

- 1320 **Educational Program/Staff Development Activity Frequency**—The average number of sessions per month that an individual participates in an educational program or staff development activity.

Entity Uses: Educational Program
Staff Development Activity

- 1330 **Educational Program/Staff Development Activity Contact Hours**—The total number of hours or portion of hours in which an individual participates in an educational program or staff development activity.

Entity Uses: Educational Program
Staff Development Activity

- 1340 **Educational Program/Staff Development Activity Duration**—The average number of hours or portion of hours that an individual participates in an educational program or staff development activity session.

Entity Uses: Educational Program
Staff Development Activity

- 1350 **Educational Program/Staff Development Activity Location**—An indication as to the location at which an educational program or staff development activity takes place (e.g., room number, building site, campus designation, or address of a business organization, service center, or community building).

Entity Uses: Educational Program
Staff Development Activity

- 1240 **Grade Earned in Course**—An indication of the grade earned or rating received by an individual for completing a course or staff development activity.

Entity Uses: Educational Program
Staff Development Activity

- 1250 **Credit Type Earned**—The type of credits or units of value received for the completion of a course or staff development activity.

01 Carnegie unit—A standard measurement used for secondary education that represents the completion of a course that meets one period per day for one school year.

02 Semester hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one semester.

03 Trimester hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one trimester.

04 Quarter hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one quarter.

05 Quinmester hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for one quinmester.

06 Mini-term hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for a mini-term.

07 Summer term hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken for a summer term.

08 Intersession hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken during an intersession.

09 Long session hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken during a long session.

10 Twelve month hour credit—A term frequently used to indicate the number of hours of instruction per week (or the equivalent) for a course taken during a year-round session.

11 Continuing education unit (CEU)—A term frequently used to indicate the number of staff development hours received by an individual upon completion of an educational program (course or series of courses) or staff development activity.

12 Vocational credit—A term frequently used to indicate the number of hours received by an individual upon completion of a vocational education program (course or series of courses).

13 Adult education credit—A term frequently used to indicate the number of hours received by an individual upon completion of an adult education program (course or series of courses).

14 Credit by examination—A term used to indicate the number of hours received by an individual upon completion of a course by passing the proficiency examination for the course.

15 Correspondence credit—A term used to indicate the number of hours received by an individual upon completion of a self-paced instructional program (course or series of courses) offered by mail or via the Internet with no direct contact with faculty.

16 Military credit—A term used to indicate the number of hours received by an individual for training and experiences acquired while serving in the military.

17 Converted occupational experience credit—A term used to indicate the number of hours received by an individual based on life experience.

18 Staff development credit—A term used to indicate the number of hours received by an individual upon completion of a staff development activity or activities.

19 No credit—A term frequently used to indicate that a student will not receive credit for a course taken during a school term (e.g., a student is auditing a course).

99 Other

Entity Uses: Educational Program
 Staff Member

1260 **Credits Earned in Course/Staff Development Activity**—The number of credits earned by an individual for completing a course or staff development activity.

Entity Uses: Educational Program
Staff Development Activity

Recognition Earned—Information concerning any educational degrees, certificates, honors, awards or distinctions earned by or conferred upon an individual.

1360 † **Degree/Certificate Title**—The name of the degree or certificate earned by an individual. This includes honorary degrees conferred upon an individual.

Entity Uses: Staff Member

1370 † **Degree/Certificate Type**—The type of degree or certificate earned by an individual.

- 01 *High school diploma - regular*
- 02 *High school diploma - modified*
- 03 *High school diploma - endorsed*
- 04 *High school diploma - advanced (e.g., Regents)*
- 05 *International Baccalaureate diploma*
- 06 *High school equivalency diploma/GED diploma*
- 07 *Adult Basic Education Diploma*
- 08 *Certificate of attendance*
- 09 *Certificate of completion*
- 10 *Alternate credential*
- 11 *Post graduate (Grade 13)*
- 12 *Vocational certificate*
- 13 *Formal award, certificate or diploma (less than one year)*
- 14 *Formal award, certificate or diploma (more than or equal to one year)*
- 15 *Associate's degree (two years or more)*
- 16 *Bachelor's (Baccalaureate) degree (e.g., B.A., A.B., B.S.)*
- 17 *Graduate certificate*
- 18 *First-professional degree (e.g., D.C. or D.C.M., D.D.S. or D.M.D., M.D., O.D., D.O., D.Pharm., Pod.D. or D.P.M., D.V.M., L.L.B. or J.D., M.Div., M.H.L., B.D., or Ordination)*
- 19 *Master's degree (e.g., M.A., M.S., M.Eng, M.Ed, M.S.W., M.B.A., M.L.S.)*
- 20 *Specialist's degree (e.g., Ed.S)*
- 21 *Post-Professional degree*
- 22 *Doctoral (Doctor's) degree (e.g., Ph.D, Ed.D)*
- 99 *Other*

Entity Uses: Staff Member

1380 **Degree/Certificate Distinctions**—A description of distinctions (e.g., cum laude) earned by an individual while receiving a degree or certificate.

Entity Uses: Staff Member

1390 † **Degree/Certificate Conferring Date**—The month, day, and year on which an individual received a degree or certificate.

Entity Uses: Staff Member

1400 **Honor or Award**—A description of educational or professional honors (e.g., Teacher of the Year) or awards (e.g., scholarships) earned by an individual.

Entity Uses: Staff Member

- 1410 **Educational Program/Staff Development Activity Outcomes**—The description of any products, honors, or recognition resulting from participation in an educational program or staff development activity. Examples include the development of reports, publications, curriculum frameworks, and/or program plans.

Entity Uses:

Educational Program

Staff Development Activity